



| 19 Hours | Youth Coordinator | JOB Description | |
|---------------|-------------------|-----------------|-----------------|
| Direct Report | RCASA Director | Grade | D 21.03 – 26.15 |
| Department | Public Safety | FLSA | Non-Exempt |
| Division | Police | Bargaining Unit | Non-Union |
| Date | August 2015 | Location | Police Station |

Summary

Reading Coalition Against Substance Abuse (RCASA) mobilizes community organizations, residents and youth to work together to implement multiple strategies to reduce substance abuse in Reading, MA. The RCASA Youth Coordinator organizes youth-driven substance abuse prevention efforts for the Town of Reading; primarily reaching youth ages 12-18.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The Youth Coordinator will assist the RCASA Director and Community Outreach Coordinator to implement coalition key goals, objectives and activities that pertain to youth-driven leadership regarding substance abuse prevention.
2. The Youth Coordinator will serve as the Adult Advisor of the RCASA Student Club at Reading Memorial High School, including member recruitment, retention activities, hosting weekly meetings and planning club activities.
3. The Youth Coordinator will organize the Youth Crew, a select group of youth consultants that meets every other Sunday to develop substance abuse prevention research projects.
4. The Youth Coordinator will facilitate youth trainings and chaperone social drug-free events
5. The Youth Coordinator work in collaboration with youth consultants, youth and adult volunteers, and members of the RCASA Board of Directors from 12 sectors of the community to generate youth and adult engagement opportunities on a quarterly basis.
6. The Youth Coordinator will assist the RCASA Director and Community Outreach Coordinator in producing community events.
7. The Youth Coordinator will respond to inquiries and requests for information and referrals through collaboration with the Community Outreach Coordinator.
8. Utilize the Strategic Prevention Framework for planning and decision-making.
9. Implement appropriate environmental strategies as indicated in the grant-approved applications and renewal documents.
10. 51A-mandated reporter per Massachusetts law, which "requires professionals whose work brings them in contact with children to notify MA Department of Children & Families if they suspect that a child is being abused and/or neglected".
11. Work in accordance with the U.S. Center for Substance Abuse Prevention requirements for employees engaged in prevention projects.

Minimum Qualifications

1. High School diploma required.
2. Associate's Degree in health education, psychology, social services, social work or related field preferred.
3. Two years of experience in an office or business setting , preferably in the public sector, human services or social service field.
4. Certified Alcohol/Drug Abuse Counselor (CADC) and/or licensed Alcohol/Drug Abuse Counselor Assistant.
5. Demonstrated experience in planning and implementing events preferred.
6. Intermediate knowledge of Microsoft Office Programs including Word, Excel, Internet Explorer, and Outlook.
7. Experience with social media including Twitter, Instagram and Facebook.
7. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for the Youth Coordinator. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov open until filled

A full Job Description is available upon request

Judith Perkins

Human Resources Director

The Town of Reading is an Equal Opportunity Employer